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RESTORATIVE JUSTICE ADVISORY COMMITTEE MEETING MINUTES

Place: Via Webex Invite

Number: 866-692-3580

Access Code: 161 285 3290

Date and Time: July 14, 2020 from 11:00AM-1:00PM

Agenda Items:

1. Call to Order

The meeting was called to order by Chairman Andrew Peck at 11:02am.

Video Absent

1	Chair-Andrew Peck	X	
2	Scott Taberner	X	
3	Rep. Sean Garballey		X
4	Sen. James Eldridge		X
5	Becky Michaels	X	
6	Allison S. Cartwright	X	
7	John Millett	X	
8	Ret. Chief Fred Ryan	X	
9	Diane Coffey	X	
10	Mary Quinn	X	
11	Judge Rosemary Minehan	X	
12	Kara Hayes	X	
13	Carolyn Boyes-Watson	X	
14	Erin Freeborn	X	
15	Cheis Garrus	X	
16	Susan Jeghelian	X	
17	Strong Oak Lefebvre	X	

(*)Designee for Monica Dominique

EOPSS Staff: Anjeza Xhemollari and Michaela Martini

Others in attendance:

Brenda Nolan, Bernard Nolan

2. Welcome

Chairman Peck allowed Committee members to introduce themselves and attendance was taken.

3. *Request for Proposals Subcommittee, Review/Approval of Meeting Minutes from March 19, 2020*

Since the meeting was held virtually, roll call was taken to approve the draft meeting minutes and the report.

	Members	YES	NO
1	Chair- Becky Michaels	X	
2	Scott Taberner	X	
3	Carolyn Boyes-Watson	X	
4	Strong Oak Lefebvre	X	
5	Cheis Garrus	X	
6	Rep. Sean Garballey		X
7	Kara Hayes	X	

4. Review/Approval of Meeting Minutes from June 9, 2020

All present members voted in favor to accept the meeting minutes. Roll call vote was taken

5. RFP Update

Becky Michaels gave an update on the RFP and explained the document that was sent out to the group. Attorney Spencer Lord (EOPSS) gave an update and made the group aware that they will be required to go through Commbuys when issuing the RFP. Attorney Lord stated that encouraging folks to apply is fine and should not raise any conflict of interest issues. Susan suggested there be a checklist included in the RFP to confirm the submission is complete before the applicant submits it. Susan pointed out that in her experience, she has required submitters for other RFPs to arrange their submission in the order of the checklist in order to review it. Susan highly recommended holding the bidders conference to help folks complete their submission. Scott echoed Susan's remarks and noted that it could be used as a promotion in the procurement so institutions without a full understanding could learn more about the process by attending. Attorney Lord said he would find out if the bidders' conference must be open to the public.

The Webex meeting had a technical crash at 11:15am and the meeting resumed at 11:17am. Attendance was re-taken at 11:17am. All members were able to join the meeting.

The group decided to proceed with holding a bidders conference. Scott offered to send out information that HHS uses for their procurements. A discussion about whether to limit character count versus page number was held. Becky proposed doing a word count on the submission but not on any attachments. Strong Oak and Carolyn Boyes-Watson decided to figure out how long to have the submission be and how long to have the character or word limit be. There was some discussion around budgeting and Susan suggested putting out an amount and noting that the amount is subject to funding. She suggested speaking to OSD about that. Anjeza proposed having a meeting in two weeks so the group has enough time to have everything completed ahead of the August 11th meeting. Chief Ryan asked if the group should vote to have the subcommittee proceed with the finalization of the document. Anjeza proposed voting on the RFP until August when everything is

complete. Susan suggested putting the RFP out after hearing back about funding first to know whether or not to include that. Becky asked for any substantive changes to document from Council members. The group chose to accept the current draft of the RFP and have the RFP subcommittee finalize and send to Anjeza.

6. Public Comment (10 Minutes)

Brenda Nolan thanked the committee for their work.

7. Open Session for Topics Not Reasonably Anticipated within 48 Hours of the Meeting

Susan asked if the group should make a plan for how to review and select the higher education institution. Chairman Peck answered that the group would need a committee and deferred to Attorney Lord as to the makeup and an assessment checklist to evaluate the responses. Attorney Lord responded he will look into that. Strong Oak said we should have criteria of what we are looking for with each of the questions. Undersecretary Peck mentioned OGR could weigh in on conflicts. The group generally agreed that as long as it was disclosed that you may have forwarded this application to a particular person, that should be sufficient but they agreed to defer to the EOPSS legal team for further guidance. They discussed the group that will be reviewing these and said it may be a combination of folks from the committee and some folks from the OGR team at EOPSS, etc. There was discussion about the rubric for the assessment and Becky opened it up to the group. Undersecretary Peck offered to see if OGR was available for the meeting that will be set up at the end of July. Becky asked for Undersecretary Peck to send the contact information to her to set up the next meeting but noted that it will be longer than two weeks before the finalized document is ready.

There was a motion to adjourn at 11:56AM by Scott and seconded by Susan. All voted in favor. The meeting adjourned at 11:57AM.